



# JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



## On-Board AGR at Terre Haute only

ANNOUNCEMENT NO.		DATE ISSUED		CLOSING DATE	
14-030-A-Air		14 April 2014		28 April 2014	
UNIT OF ASSIGNMENT		LOCATION		CIVILIAN SERIES & GRADE	
181 <sup>st</sup> LRF		Terre Haute, IN		N/A	
POSITION TITLE		PDCN		MINIMUM MILITARY GRADE	
Knowledge Ops Spec		TBD		E-5/SSgt	
				MAXIMUM MILITARY GRADE	
				E-6/TSgt	
COMPATIBLE MILITARY ASSIGNMENT					
Air Force Specialty Code (AFSC) 3D071					
PERMANENT CHANGE OF STATION (PCS) FUNDING					
FUNDS MAY BE AVAILABLE					
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION					
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>					
<input checked="" type="checkbox"/> IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.					
<input checked="" type="checkbox"/> Open to <b>Females</b>					
DUTIES AND RESPONSIBILITIES					
Provides administrative support for the 181Logistics Readiness Flight. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational office management needs. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and receptionist duties. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.					
GENERAL EXPERIENCE					
Knowledge is mandatory of: techniques and procedures of systems analysis and design; software methodology; communications-computer processing; system operation and maintenance; system and equipment capability, capacity, and logic; and performance measurement, security, and resource management.					
OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT					
-Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.					

- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.
- Security Clearance:** Applicants must have a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Pressey

### APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- Applicants MUST submit CURRENT fitness assessment.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

**POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.**

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: [ng.in.inarnng.mbx.mdihrweb@mail.mil](mailto:ng.in.inarnng.mbx.mdihrweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview.

**Selecting Official: Sean D. Stephens, Lt Col, 181<sup>st</sup> MSG, Terre Haute, IN COMM: 812-877-5292**